



Job Opportunity

State Controller's Office

Position: Data Processing Manager IV "Pending DPA Approval" | Statewide

Location: 21st Century Project, Personnel/Payroll Services Division
710 Riverpoint Court, West Sacramento, CA 95605

Issue Date: September 14, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Don Scheppmann, (916) 375-6035

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1387-004

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Chief, Personnel/Payroll Services Division, the incumbent performs through subordinate staff, tasks associated with application development, system security, system interfaces, data conversion, reporting (Data Warehouse), technology infrastructure, production cutover, and the technical preparation of the user community. The incumbent will plan, design, develop, configure, and test activities required to successfully deliver and secure the operation of the new statewide Human Resource and Payroll solution. The 21st Century Project is a multi-year, statewide project chartered to replace the State's current payroll, employment history, position and leave accounting systems, with SAP's Enterprise Resource Planning software. The Chief of Technology Operations has full management responsibility for all Information Technology activities of the 21st Century Project.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties will include, but not be limited to the following:

- Implement proven methods, principles, and practices to ensure the project is completed within schedule, scope, and budget.
- Ensure the State's contract terms and conditions and RFP requirements are satisfied.
- Participate as a member of the project's change control board, responsible for evaluation and approval or denial of change requests.
- Provide overall leadership for the project's technology facets.
- Oversee technology staff recruitment, and hiring.
- Coordinate and monitor the development of subordinates.
- Participate in the identification, quantification, and mitigation of project risks.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Represent the 21st Century Project and the State Controller's Office with various State agencies and a wide range of stakeholders.
- Communicate strategic and tactical objectives to project stakeholders and executive management.
- Provide leadership in the resolution of integration issues including: communications, integration with other systems, and integration of network services.
- Identify and monitor changes in scope or work effort that could result in budgetary overrun or the missing of delivery dates.
- Manage the components of project schedule, resources, budget, issues, expectations, and external forces associated with the State's technology responsibilities.
- Enforce adherence to policies and standards associated with system technology products.
- Provide consultation and strategic advice to executive level managers.
- Lead strategic discussions and present issues to the Project's Steering Committee and other audiences.

REQUIRED QUALIFICATIONS:

Attributes:

- Ability to communicate effectively.
- Excellent analytical and interpersonal skills.
- Possess knowledge, and experience in the planning, design, implementation and use of automated systems.
- Ability to effectively conduct oral presentations.
- Ability to create and sustain cooperative working relationships.

DESIRED QUALIFICATIONS:

Attributes:

- Possess the following personal traits: patience, tact, reliability, and dependability.
- Ability to easily adapt to change and act effectively under pressure.
- Ability and willingness to accept new responsibilities and accept personal responsibility for the development of the knowledge and skills necessary to succeed.
- Knowledge of industry recognized security guidelines and principles.

Desired Experience With:

- NetWeaver framework and its system administrative tools.
- A large software application development project.
- Structured project management principles.
- Technology initiatives reportable to the State's Control Agencies.

Reasons to apply/accept a position with the 21st Century Project Team:

1. The 21st Century Project is the most innovative project evolving in state government! This is a great opportunity to participate in a leadership role on a project to implement the industry-leading mySAP ERP 2005 software product.
2. This is a multi-year statewide project and a great opportunity to work closely with dedicated state professionals, our contracting system integrator, and with a premiere IT software platform.

3. You will be on the cutting edge gaining valuable IT competencies, opportunity for extensive training, and acquiring experience that will be marketable statewide.

NOTE: This location has **FREE PARKING**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

21st Century Project, Personnel Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-0001

Attn: Don Scheppmann